Texas Department of Criminal Justice Request for Household Goods Move

Name:				Job Title:		
	Last	First	MI	<u> </u>		
Month/Day of	Birth:			Date of Hire:		
Month/Day of Birth:(mm/dd)				(mm/dd/yyyy)		
Address:				City:	State:	Zip:
(Cu	rrent Street Address)					
Mailing Addre	ess:			City:	State:	Zip:
Personal Telephone: ()				Current Unit or Department Location:		
	Area Code					
Γransferring T	0:			Reason:		
- ~	(Unit or Departm	,		a.	-	
Future Street Address: (If Known)				City:	State:	Zip:
	(II KIIOWII	1)				
	nowledgement: I ce ble for TDCJ assista					old Goods Move," and
		ance in mov		d goods as provid	led for therein.	ate (mm/dd/yyyy)
nat I am eligib ote to Employee: V exas Government	ole for TDCJ assista	Emplore entitled upon 023, to receive a	oyee Signature a request: (1) to be and review the co	d goods as provide	led for therein. D formation the TDCJ colleger Texas Government C	ate (mm/dd/yyyy) ets about you; and (2) under Code § 559.004, you are also
nat I am eligib ote to Employee: Vexas Government titled to request, i	ole for TDCJ assista Vith few exceptions, you as Code §§ 552.021 and 552.	Emplore entitled upon 023, to receive a procedures, that	oyee Signature a request: (1) to be and review the co	e informed about the in ellected information. Un ation the TDCJ has coll	led for therein. D formation the TDCJ colleger Texas Government C	ate (mm/dd/yyyy) ets about you; and (2) under Code § 559.004, you are also
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nat I am eligitate to Employee: Vexas Government tittled to request, i	Vith few exceptions, you and Code §§ 552.021 and 552.0 n accordance with TDCJ put or department has a least employee has at least employee meets to one). Employee is reassing the TDCJ, to inclu	Emplore entitled upon 023, to receive a procedures, that numan resonant six months following gnment is congruent is regressigned a unit.	oyee Signature a request: (1) to be and review the contincorrect information of the contincorrect information of the continuous of the con	e informed about the infollected information. Uration the TDCJ has collected with the state reassignment of the permanent of the TDCJ to meet state and the gnated headquarted.	Deformation the TDCJ colleger Texas Government Cleated about you be corrected about you be corrected about you for reduction of Texas. The closing or reduction and the colleger of Texas are closing or reduction and the colleger of Texas are considered about you be corrected about you are considered about you ar	ate (mm/dd/yyyy) cts about you; and (2) under Code § 559.004, you are also ted.

	Closing or Reduction in Force:						
	1) Employee's unit or office is being closed or undergoing a reduction in force.						
	2) Employee has accepted a position at another designated headquarters that is at least 25 miles from the unit or office being closed or undergoing a reduction in force.						
	y that this employee ☐ meets ☐ does not meet g household goods.	(check one) the eligibility criteria for TDCJ assistance in					
Name: (Print)	Last First MI	Telephone No.: (
Signature	re Date (mm/dd/yyyy	Fax No.: () Area Code					
	igibility criteria are met, forward to the appropriate di o requesting employee.	vision director or designee. If all eligibility criteria are not met,					
III. Divi	vision Director or Designee (from the losing d	ivision if new position is with a different division):					
Request f	t for household goods move using TDCJ transportation	on assets is: Approved Disapproved					
Reason fo	for disapproval:						
Name: _ (Print)	Last First MI	Signature Date (mm/dd/yyyy)					
IV. Man	anufacturing, Agribusiness and Logistics Dire	ector or Designee:					
Request f	t for household goods move using TDCJ transportation	on assets is: Approved Disapproved					
Reason fo	for disapproval:						
	Print Name						
	Signature	Date (mm/dd/yyyy)					
DISTRIB DIRECTO		MANUFACTURING, AGRIBUSINESS AND LOGISTICS					
Original:	ıl: Manufacturing, Agribusiness and Logistics Direct	or					
Copy:	Losing human resources representative (provide employee's unit or department human resources fi	one copy to requesting employee and place one copy in the ile - miscellaneous section)					

PERS 61.01 (08/21)